

ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS (ZAPO)  
Non-Profit Company Reg No. 2008/02/1552/08  
Email: [info@zapo.co.za](mailto:info@zapo.co.za)

ANNUAL GENERAL MEETING 4<sup>th</sup> NOVEMBER 2015 AT 18H30 AT LIBRARY, TOKAI ROAD, TOKAI

MINUTES

1. Board members present: Philip Lambrecht (acting Chairman)  
Nick Harris  
Grant Chapman  
Lyndi du Plessis  
Pam Gorre  
John Green  
Norah De Wet

1. Registration  
24 Members attended the meeting in person and had completed the attendance register. In addition 35 proxies, appointing certain members, had been received prior to the meeting.
2. The acting Chairman welcomed Joepie Joubert from the City of Cape Town, inter services liaison department and Louise Stafford, Head of Green Jobs, Invasive Alien Species Co-Ordinator for the City of Cape Town who gave a presentation on invasive species, fire risk and how this can affect the Zwaanswyk residents.

The acting Chairman welcomed the members and guests present.

Apologies were received from Rob Tiffin, Darren Fox, Robert Engels, Clare McMahon and Patricia Dreyer.

3. A count of the attendance register and proxies confirmed that the meeting had the required quorum to constitute the meeting.  
The Chairman requested that all voting be done by a show of hands rather than by a ballot. This was agreed by all members present.  
ZAPO has received the approval from the City Council to hold the AGM outside the Zwaanswyk SRA area.
4. The minutes of the previous Annual General Meeting 5<sup>th</sup> November 2014 were accepted by the meeting.  
Proposed by John Green and seconded by Grant Chapman
5. Chairman's Report  
The acting Chairman confirmed that the report had been posted on the website and circulated to members.  
The Chairman advised the meeting that the following new members had been approved by the Board since the publication of the report and welcomed new members– Andrew Gold, Warren Bunting, and Andrew Glendenning.

The acting chairman thanked all the persons responsible for making the fence so successful. Premier Security for always making sure the fence is on, Peri Secure for all the electrical work to the fence, David Geldenhuys for keeping the weeds clear with a weed eater once a month from the fence line and the spraying of weeds, Amos, who on a weekly basis walks the fence cleaning up and checking for erosion. The acting Chairman thanked Grant Chapman for the control of all the remotes.

The acting Chairman advised the members of the security statistics for the Zwaanswyk area, (all details are available on the Premier website) The Zwaanswyk area has had only one security incident in the past two years compared with crime in other suburbs between October 2013 and October 2014, Bergvliet had 151 security incidents, Tokai had 136 and Kirstenhof had 67 incidents.

The meeting accepted and approved the Chairman's report for 2014/2015.

The Acting Chairman handed the floor to Nick Harris to handle the financial issues

#### 6.1 RESOLUTION NUMBER 1

TO APPROVE THE ADDITIONAL CAPITAL EXPENDITURE ON THE ELECTRIFICATION OF A PORTION OF THE SOUTHERN BOUNDARY FENCE. OF THE TOTAL COST OF R36 795 THE AMOUNT OF R11 795 WAS FUNDED FROM THE COMPANY RESERVES.

The additional capital expenditure used for the electrification of a portion of the Southern boundary fence was a direct result of the fire in March because the baboon feeding habits changed and they were coming around the top end of Zwaanswyk into Steenberg Vineyards and into the SRA area. We have electrified the first top 350 metres using the existing Steenberg vineyards fence. Nick Harris explained that we had R 25000.00 for a capital expense in the budget for a new camera but the board decided that the fence was more important than the camera at this stage so the board approved R 36 795.00 of which R 11 795.00 was funded from the Capital reserves.

Resolution number 1:

Was proposed by Lyndi du Plessis, seconded by John Green and was approved by the meeting. One vote against was recorded.

#### 6.2 RESOLUTION NUMBER 2

TO NOTE THE AUDITED ANNUAL FINANCIAL STATEMENTS OF THE COMPANY FOR THE YEAR ENDING 30<sup>TH</sup> JUNE 2015

Nick Harris explained to the members that we set our budget a year ahead as it is incorporated into the City Council's budget which imposes constraints on the amount by which we can increase the budget.

A question was raised by Chris Wood who enquired why the revenue fell between 2014 and 2015. Nick Harris explained that our budget is based on what the expenses we are likely to incur for the year to which is added the 3% bad debt provision. The City Council then work out the quantum of the levy to cover the budgeted expenses then set a rate levy based on recovering this amount spread over the total municipal valuation for the SRA area. Thus if we stay on budget then the income and expenditure balance.

The cash in bank was down this year due to a late payment received from the City Council which pays ZAPO on a monthly basis. June's payment was only received in July.

Nick Harris explained to the meeting that when we formed the SRA we had budgets projected over the five year period. Each year we review the budget for the forthcoming year and update it. NH gave a breakdown of the income for each year. From Year ending 2012 it was R 1.17 million in 2013 it dropped to R 1.03 million, after we had repaid the loans on the fence. In 2014 it went down to R988 000, in year ending 2015 it was R 857 000 and for this year its R 922 000. About R 90 000 per annum goes into the sinking fund which is to be used for replacement parts etc. on the fence. NH informed the members that work planned to be done this year to replace aging equipment on the fence will be coming out of the sinking fund and thus resident will not have to pay towards the replacements on the fence.

Gary Kroukamp enquired as to when the fence would be paid off and what would happen with the excess payments over and above the rates.

NH advised that the fence loan was paid off end of June 2014 and explained that there is an agreement in place with SanParks since 2010 which is effectively a lease which runs for 10 years, we then have the right to renew it for another 10 years and thereafter another 10 years. If the SRA in Zwaanswyk is not renewed the fence will revert back to SanParks.

Resolution number 2.

The resolution was proposed by Chris Wood, seconded by Norah De Wet and was approved by the meeting. One vote against was recorded.

7. RESOLUTION NUMBER 3  
TO RECEIVE AND APPROVE THE PLACEMENT OF THE SURPLUS RETENTION FUND OF R 45 332.49 excl VAT FOR 2014/2015 IN THE COMPANY RESERVES

NH explained that we received a surplus from the bad debt provision fund from the City, the quantum of which is based on how well the resident's pay their rates levy. We would like approval to place the funds into the company reserves account.

Resolution number 3.

The resolution was proposed by Lyndi du Plessis, seconded by John Green and was approved By the meeting. One vote against was recorded.

Nick Harris handed the floor back to Acting chairman Philip Lambrecht

8. RESOLUTION NUMBER 4  
TO RECEIVE AND APPROVE THE SRA BUSINESS PLAN, BUDGET AND IMPLEMENTAION PLAN FROM 1 JULY 2016 TO 30 JUNE 2021.

PL explained to the meeting that the SRA has a life span of 5 Years and thus every 5 years we have to renew the SRA. If we don't renew the SRA it will expire in June 2016. The 5 year budget and implementation plan has been sent to all members and is on the ZAPO website. The board has approved the SRA business plan which has increases of about 6% per year going forward up to year 2021.

There were no questions or requests for any action items from members.

Resolution number 4.

The resolution was proposed by Nick Harris, seconded by Siobhan Steinhagen and was approved by the meeting. One vote against was recorded.

9. RESOLUTION NUMBER 5  
TO RECEIVE AND APPROVE THE BUDGET AND IMPLEMENTATION PLAN FOR THE FINANCIAL YEAR 2016/2017

JG explained to the meeting that ± R 600 000 of the ±R 1 000 000 budget is the cost of the common area security. A very large portion of our yearly budget is dedicated to the security of Zwaanswyk. PL explained the R 600 000 paid to Premier is for the vehicle in the road, for 12 call outs per month on the fence (if there is an error on the fence Premier attend to it) CCTV camera monitoring and, LPR camera monitoring.

Another large amount of the budget is for cleaning of the fence and fence line.

Resolution number 5.

The resolution was proposed by Gary Kroukamp, seconded by Pam Gorre and was approved by the meeting. One vote against was recorded.

10. RESOLUTION NUMBER 6  
TO RE-APPOINT VALENTINE SARGEANT AS AUDITORS FOR THE FINANCIAL YEAR 2016/2017 AND TO AUTHORISE THE DIRECTORS TO DETERMINE THEIR REMUNERATION

The acting Chairman stated that Valentine Sargeant have undertaken their duties in an efficient and timeous manner and completed the audit with no queries or concerns. The acting Chairman recommended re-appointing Valentine Sargeant as the company auditor for 2016 financial year.

Resolution number 6.

The resolution was proposed by Ron Coates, seconded by Grant Chapman and was approved by the meeting. One vote against was recorded.

11. RESOLUTION NUMBER 7  
ELECTION OF NEW DIRECTORS

The acting chairman advised the meeting that two Directors were leaving us after serving 5 years on the board. Both Rob Tiffin and Grant Chapman were instrumental in setting up the SRA.

The acting chairman thanked Grant Chapman and Rob Tiffin for all the time and dedication he has put into ZAPO over the past 5 years.

The acting chairman voiced his disappointment that no one from the horse riding community has come forward to join the board as a lot of things happening in Zwaanswyk revolve around the horse riding community. ZAPO would benefit if someone from the horse riding community came forward and joined the board at any time.

The acting Chairman asked the meeting to accept Eric Jansen and Andrew Glendinning as Directors of the Company for a period of three years. They had both been proposed by Philip Lambrecht and seconded by Lyndi du Plessis.

The meeting approved the appointment of the two new directors. One vote against was recorded.

12. RESOLUTION NUMBER 8  
TO ELECT NICK HARRIS AS THE COMPANY SECRETARY.

The Board proposed that Nick Harris be appointed as Company Secretary due to Rob Tiffin leaving the board.

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The resolution was proposed by Pam Gorre, seconded by C. De Gendt and was approved by the meeting.

13. GENERAL

The acting chairman opened the floor for questions under general.

G. Kroukamp enquired to the status of traffic control up and down Zwaanswyk road for residents and taxis.

Acting chairman advised that this is an ongoing issue with the board. A few options have been put forward, including a camera to be placed at the stop street to film the transgressors. He also commented that the Taxi associations are quiet cooperative if we report to them and do take action against the transgressors.

The other option was speed bumps – Pam Gorre advised the meeting that the City would not put speedbumps up Zwaanswyk road as there are no schools, hospitals etc. and they cost R 22 000.00 per speedbump.

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Lyndi du Plessis recommended that all reports of transgressions on Zwaanswyk Road be reported to the Manager Helen Burdett and she then submit it to the board and a decision will be made as to what action to take whether it's to the traffic department or to the taxi association.

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TO RECEIVE AND APPROVE THE BUDGET AND IMPLEMENTATION PLAN FOR THE FINANCIAL YEAR 2016/2017

JG explained to the meeting that ± R 600 000 of the ±R 1 000 000 budget is the cost of the common area security. A very large portion of our yearly budget is dedicated to the security of Zwaanswyk. PL explained the R 600 000 paid to Premier is for the vehicle in the road, for 12 call outs per month on the fence (if there is an error on the fence Premier attend to it) CCTV camera monitoring and, LPR camera monitoring.

Another large amount of the budget is for cleaning of the fence and fence line.

Resolution number 5.

The resolution was proposed by Gary Kroukamp, seconded by Pam Gorre and was approved by the meeting. One vote against was recorded.

10. RESOLUTION NUMBER 6  
TO RE-APPOINT VALENTINE SARGEANT AS AUDITORS FOR THE FINANCIAL YEAR 2016/2017 AND TO AUTHORISE THE DIRECTORS TO DETERMINE THEIR REMUNERATION

The acting Chairman stated that Valentine Sargeant have undertaken their duties in an efficient and timeous manner and completed the audit with no queries or concerns. The acting Chairman recommended re-appointing Valentine Sargeant as the company auditor for 2016 financial year.

Resolution number 6.

The resolution was proposed by Ron Coates, seconded by Grant Chapman and was approved by the meeting. One vote against was recorded.

11. RESOLUTION NUMBER 7  
ELECTION OF NEW DIRECTORS

The acting chairman advised the meeting that two Directors were leaving us after serving 5 years on the board. Both Rob Tiffin and Grant Chapman were instrumental in setting up the SRA.

The acting chairman thanked Grant Chapman and Rob Tiffin for all the time and dedication he has put into ZAPO over the past 5 years.

The acting chairman voiced his disappointment that no one from the horse riding community has come forward to join the board as a lot of things happening in Zwaanswyk revolve around the horse riding community. ZAPO would benefit if someone from the horse riding community came forward and joined the board at any time.

The acting Chairman asked the meeting to accept Eric Jansen and Andrew Glendinning as Directors of the Company for a period of three years. They had both been proposed by Philip Lambrecht and seconded by Lyndi du Plessis.

The meeting approved the appointment of the two new directors. One vote against was recorded.

12. RESOLUTION NUMBER 8  
TO ELECT NICK HARRIS AS THE COMPANY SECRETARY.

The Board proposed that Nick Harris be appointed as Company Secretary due to Rob Tiffin leaving the board.

Resolution number 6.

The resolution was proposed by Pam Gorre, seconded by C. De Gendt and was approved by the meeting.

13. GENERAL

The acting chairman opened the floor for questions under general.

G. Kroukamp enquired to the status of traffic control up and down Zwaanswyk road for residents and taxis.

Acting chairman advised that this is an ongoing issue with the board. A few options have been put forward, including a camera to be placed at the stop street to film the transgressors. He also commented that the Taxi associations are quiet cooperative if we report to them and do take action against the transgressors.

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The acting chairman presented Grant Chapman, Rob Tiffin and Alison Ward with a gift of thanks for all their hard work.

The acting Chairman then welcomed Louise Stafford, to the meeting.

Louise Stafford gave a very informative presentation on invasive species, fire risk and how this can affect the Zwaanswyk residents.

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The meeting closed at 20.16pm

ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS (ZAPO)  
Non-Profit Company Reg No. 2008/02/1552/08  
Email: [info@zapo.co.za](mailto:info@zapo.co.za)

ANNUAL GENERAL MEETING 4<sup>th</sup> NOVEMBER 2015 AT 18H30 AT LIBRARY, TOKAI ROAD, TOKAI

MINUTES

1. Board members present:
- Philip Lambrecht (acting Chairman)
  - Nick Harris
  - Grant Chapman
  - Lyndi du Plessis
  - Pam Gorre
  - John Green
  - Norah De Wet

1. Registration

24 Members attended the meeting in person and had completed the attendance register. In addition 35 proxies, appointing certain members, had been received prior to the meeting.

2. The acting Chairman welcomed Joepie Joubert from the City of Cape Town, inter services liaison department and Louise Stafford, Head of Green Jobs, Invasive Alien Species Co-Ordinator for the City of Cape Town who gave a presentation on invasive species, fire risk and how this can affect the Zwaanswyk residents.

The acting Chairman welcomed the members and guests present.

Apologies were received from Rob Tiffin, Darren Fox, Robert Engels, Clare McMahon and Patricia Dreyer.

3. A count of the attendance register and proxies confirmed that the meeting had the required quorum to constitute the meeting.

The Chairman requested that all voting be done by a show of hands rather than by a ballot. This was agreed by all members present.

ZAPO has received the approval from the City Council to hold the AGM outside the Zwaanswyk SRA area.

4. The minutes of the previous Annual General Meeting 5<sup>th</sup> November 2014 were accepted by the meeting.

Proposed by John Green and seconded by Grant Chapman

5. Chairman's Report

The acting Chairman confirmed that the report had been posted on the website and circulated to members.

The Chairman advised the meeting that the following new members had been approved by the Board since the publication of the report and welcomed new members– Andrew Gold, Warren Bunting, and Andrew Glendenning.

The acting chairman thanked all the persons responsible for making the fence so successful. Premier Security for always making sure the fence is on, Peri Secure for all the electrical work to the fence, David Geldenhuys for keeping the weeds clear with a weed eater once a month from the fence line and the spraying of weeds, Amos, who on a weekly basis walks the fence cleaning up and checking for erosion. The acting Chairman thanked Grant Chapman for the control of all the remotes.

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The meeting accepted and approved the Chairman's report for 2014/2015.

The Acting Chairman handed the floor to Nick Harris to handle the financial issues

#### 6.1 RESOLUTION NUMBER 1

TO APPROVE THE ADDITIONAL CAPITAL EXPENDITURE ON THE ELECTRIFICATION OF A PORTION OF THE SOUTHERN BOUNDARY FENCE. OF THE TOTAL COST OF R36 795 THE AMOUNT OF R11 795 WAS FUNDED FROM THE COMPANY RESERVES.

The additional capital expenditure used for the electrification of a portion of the Southern boundary fence was a direct result of the fire in March because the baboon feeding habits changed and they were coming around the top end of Zwaanswyk into Steenberg Vineyards and into the SRA area. We have electrified the first top 350 metres using the existing Steenberg vineyards fence. Nick Harris explained that we had R 25000.00 for a capital expense in the budget for a new camera but the board decided that the fence was more important than the camera at this stage so the board approved R 36 795.00 of which R 11 795.00 was funded from the Capital reserves.

Resolution number 1:

Was proposed by Lyndi du Plessis, seconded by John Green and was approved by the meeting. One vote against was recorded.

#### 6.2 RESOLUTION NUMBER 2

TO NOTE THE AUDITED ANNUAL FINANCIAL STATEMENTS OF THE COMPANY FOR THE YEAR ENDING 30<sup>TH</sup> JUNE 2015

Nick Harris explained to the members that we set our budget a year ahead as it is incorporated into the City Council's budget which imposes constraints on the amount by which we can increase the budget.

A question was raised by Chris Wood who enquired why the revenue fell between 2014 and 2015. Nick Harris explained that our budget is based on what the expenses we are likely to incur for the year to which is added the 3% bad debt provision. The City Council then work out the quantum of the levy to cover the budgeted expenses then set a rate levy based on recovering this amount spread over the total municipal valuation for the SRA area. Thus if we stay on budget then the income and expenditure balance.

The cash in bank was down this year due to a late payment received from the City Council which pays ZAPO on a monthly basis. June's payment was only received in July.

Nick Harris explained to the meeting that when we formed the SRA we had budgets projected over the five year period. Each year we review the budget for the forthcoming year and update it. NH gave a breakdown of the income for each year. From Year ending 2012 it was R 1.17 million in 2013 it dropped to R 1.03 million, after we had repaid the loans on the fence. In 2014 it went down to R988 000, in year ending 2015 it was R 857 000 and for this year its R 922 000. About R 90 000 per annum goes into the sinking fund which is to be used for replacement parts etc. on the fence. NH informed the members that work planned to be done this year to replace aging equipment on the fence will be coming out of the sinking fund and thus resident will not have to pay towards the replacements on the fence.

Gary Kroukamp enquired as to when the fence would be paid off and what would happen with the excess payments over and above the rates.

NH advised that the fence loan was paid off end of June 2014 and explained that there is an agreement in place with SanParks since 2010 which is effectively a lease which runs for 10 years, we then have the right to renew it for another 10 years and thereafter another 10 years. If the SRA in Zwaanswyk is not renewed the fence will revert back to SanParks.

Resolution number 2.

The resolution was proposed by Chris Wood, seconded by Norah De Wet and was approved by the meeting. One vote against was recorded.

7. RESOLUTION NUMBER 3  
TO RECEIVE AND APPROVE THE PLACEMENT OF THE SURPLUS RETENTION FUND OF R 45 332.49 excl VAT FOR 2014/2015 IN THE COMPANY RESERVES

NH explained that we received a surplus from the bad debt provision fund from the City, the quantum of which is based on how well the resident's pay their rates levy. We would like approval to place the funds into the company reserves account.

Resolution number 3.

The resolution was proposed by Lyndi du Plessis, seconded by John Green and was approved By the meeting. One vote against was recorded.

Nick Harris handed the floor back to Acting chairman Philip Lambrecht

8. RESOLUTION NUMBER 4  
TO RECEIVE AND APPROVE THE SRA BUSINESS PLAN, BUDGET AND IMPLEMENTAION PLAN FROM 1 JULY 2016 TO 30 JUNE 2021.

PL explained to the meeting that the SRA has a life span of 5 Years and thus every 5 years we have to renew the SRA. If we don't renew the SRA it will expire in June 2016. The 5 year budget and implementation plan has been sent to all members and is on the ZAPO website. The board has approved the SRA business plan which has increases of about 6% per year going forward up to year 2021.

There were no questions or requests for any action items from members.

Resolution number 4.

The resolution was proposed by Nick Harris, seconded by Siobhan Steinhagen and was approved by the meeting. One vote against was recorded.

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Another large amount of the budget is for cleaning of the fence and fence line.

Resolution number 5.

The resolution was proposed by Gary Kroukamp, seconded by Pam Gorre and was approved by the meeting. One vote against was recorded.

10. RESOLUTION NUMBER 6  
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The acting Chairman stated that Valentine Sargeant have undertaken their duties in an efficient and timeous manner and completed the audit with no queries or concerns. The acting Chairman recommended re-appointing Valentine Sargeant as the company auditor for 2016 financial year.

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The resolution was proposed by Ron Coates, seconded by Grant Chapman and was approved by the meeting. One vote against was recorded.

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MINUTES

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Grant Chapman  
Lyndi du Plessis  
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24 Members attended the meeting in person and had completed the attendance register. In addition 35 proxies, appointing certain members, had been received prior to the meeting.

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Resolution number 1:

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The Acting Chairman handed the floor to Nick Harris to handle the financial issues

#### 6.1 RESOLUTION NUMBER 1

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The additional capital expenditure used for the electrification of a portion of the Southern boundary fence was a direct result of the fire in March because the baboon feeding habits changed and they were coming around the top end of Zwaanswyk into Steenberg Vineyards and into the SRA area. We have electrified the first top 350 metres using the existing Steenberg vineyards fence. Nick Harris explained that we had R 25000.00 for a capital expense in the budget for a new camera but the board decided that the fence was more important than the camera at this stage so the board approved R 36 795.00 of which R 11 795.00 was funded from the Capital reserves.

Resolution number 1:

Was proposed by Lyndi du Plessis, seconded by John Green and was approved by the meeting. One vote against was recorded.

#### 6.2 RESOLUTION NUMBER 2

TO NOTE THE AUDITED ANNUAL FINANCIAL STATEMENTS OF THE COMPANY FOR THE YEAR ENDING 30<sup>TH</sup> JUNE 2015

Nick Harris explained to the members that we set our budget a year ahead as it is incorporated into the City Council's budget which imposes constraints on the amount by which we can increase the budget.

A question was raised by Chris Wood who enquired why the revenue fell between 2014 and 2015. Nick Harris explained that our budget is based on what the expenses we are likely to incur for the year to which is added the 3% bad debt provision. The City Council then work out the quantum of the levy to cover the budgeted expenses then set a rate levy based on recovering this amount spread over the total municipal valuation for the SRA area. Thus if we stay on budget then the income and expenditure balance.

The cash in bank was down this year due to a late payment received from the City Council which pays ZAPO on a monthly basis. June's payment was only received in July.

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Resolution number 2.

The resolution was proposed by Chris Wood, seconded by Norah De Wet and was approved by the meeting. One vote against was recorded.

7. RESOLUTION NUMBER 3  
TO RECEIVE AND APPROVE THE PLACEMENT OF THE SURPLUS RETENTION FUND OF R 45 332.49 excl VAT FOR 2014/2015 IN THE COMPANY RESERVES

NH explained that we received a surplus from the bad debt provision fund from the City, the quantum of which is based on how well the resident's pay their rates levy. We would like approval to place the funds into the company reserves account.

Resolution number 3.

The resolution was proposed by Lyndi du Plessis, seconded by John Green and was approved By the meeting. One vote against was recorded.

Nick Harris handed the floor back to Acting chairman Philip Lambrecht

8. RESOLUTION NUMBER 4  
TO RECEIVE AND APPROVE THE SRA BUSINESS PLAN, BUDGET AND IMPLEMENTAION PLAN FROM 1 JULY 2016 TO 30 JUNE 2021.

PL explained to the meeting that the SRA has a life span of 5 Years and thus every 5 years we have to renew the SRA. If we don't renew the SRA it will expire in June 2016. The 5 year budget and implementation plan has been sent to all members and is on the ZAPO website. The board has approved the SRA business plan which has increases of about 6% per year going forward up to year 2021.

There were no questions or requests for any action items from members.

Resolution number 4.

The resolution was proposed by Nick Harris, seconded by Siobhan Steinhagen and was approved by the meeting. One vote against was recorded.

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JG explained to the meeting that ± R 600 000 of the ±R 1 000 000 budget is the cost of the common area security. A very large portion of our yearly budget is dedicated to the security of Zwaanswyk. PL explained the R 600 000 paid to Premier is for the vehicle in the road, for 12 call outs per month on the fence (if there is an error on the fence Premier attend to it) CCTV camera monitoring and, LPR camera monitoring.

Another large amount of the budget is for cleaning of the fence and fence line.

Resolution number 5.

The resolution was proposed by Gary Kroukamp, seconded by Pam Gorre and was approved by the meeting. One vote against was recorded.

10. RESOLUTION NUMBER 6  
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The acting Chairman stated that Valentine Sargeant have undertaken their duties in an efficient and timeous manner and completed the audit with no queries or concerns. The acting Chairman recommended re-appointing Valentine Sargeant as the company auditor for 2016 financial year.

Resolution number 6.

The resolution was proposed by Ron Coates, seconded by Grant Chapman and was approved by the meeting. One vote against was recorded.

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ELECTION OF NEW DIRECTORS

The acting chairman advised the meeting that two Directors were leaving us after serving 5 years on the board. Both Rob Tiffin and Grant Chapman were instrumental in setting up the SRA.

The acting chairman thanked Grant Chapman and Rob Tiffin for all the time and dedication he has put into ZAPO over the past 5 years.

The acting chairman voiced his disappointment that no one from the horse riding community has come forward to join the board as a lot of things happening in Zwaanswyk revolve around the horse riding community. ZAPO would benefit if someone from the horse riding community came forward and joined the board at any time.

The acting Chairman asked the meeting to accept Eric Jansen and Andrew Glendinning as Directors of the Company for a period of three years. They had both been proposed by Philip Lambrecht and seconded by Lyndi du Plessis.

The meeting approved the appointment of the two new directors. One vote against was recorded.

12. RESOLUTION NUMBER 8  
TO ELECT NICK HARRIS AS THE COMPANY SECRETARY.

The Board proposed that Nick Harris be appointed as Company Secretary due to Rob Tiffin leaving the board.

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The resolution was proposed by Pam Gorre, seconded by C. De Gendt and was approved by the meeting.

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The acting chairman opened the floor for questions under general.

G. Kroukamp enquired to the status of traffic control up and down Zwaanswyk road for residents and taxis.

Acting chairman advised that this is an ongoing issue with the board. A few options have been put forward, including a camera to be placed at the stop street to film the transgressors. He also commented that the Taxi associations are quiet cooperative if we report to them and do take action against the transgressors.

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The acting chairman voiced his concern about who would police any proposed traffic control.

Lyndi du Plessis recommended that all reports of transgressions on Zwaanswyk Road be reported to the Manager Helen Burdett and she then submit it to the board and a decision will be made as to what action to take whether it's to the traffic department or to the taxi association.

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The acting chairman presented Grant Chapman, Rob Tiffin and Alison Ward with a gift of thanks for all their hard work.

The acting Chairman then welcomed Louise Stafford, to the meeting.

Louise Stafford gave a very informative presentation on invasive species, fire risk and how this can affect the Zwaanswyk residents.

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The meeting closed at 20.16pm

ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS (ZAPO)  
Non-Profit Company Reg No. 2008/02/1552/08  
Email: [info@zapo.co.za](mailto:info@zapo.co.za)

ANNUAL GENERAL MEETING 4<sup>th</sup> NOVEMBER 2015 AT 18H30 AT LIBRARY, TOKAI ROAD, TOKAI

MINUTES

1. Board members present: Philip Lambrecht (acting Chairman)  
Nick Harris  
Grant Chapman  
Lyndi du Plessis  
Pam Gorre  
John Green  
Norah De Wet

1. Registration  
24 Members attended the meeting in person and had completed the attendance register. In addition 35 proxies, appointing certain members, had been received prior to the meeting.
2. The acting Chairman welcomed Joepie Joubert from the City of Cape Town, inter services liaison department and Louise Stafford, Head of Green Jobs, Invasive Alien Species Co-Ordinator for the City of Cape Town who gave a presentation on invasive species, fire risk and how this can affect the Zwaanswyk residents.

The acting Chairman welcomed the members and guests present.

Apologies were received from Rob Tiffin, Darren Fox, Robert Engels, Clare McMahon and Patricia Dreyer.

3. A count of the attendance register and proxies confirmed that the meeting had the required quorum to constitute the meeting.  
The Chairman requested that all voting be done by a show of hands rather than by a ballot. This was agreed by all members present.  
ZAPO has received the approval from the City Council to hold the AGM outside the Zwaanswyk SRA area.
4. The minutes of the previous Annual General Meeting 5<sup>th</sup> November 2014 were accepted by the meeting.  
Proposed by John Green and seconded by Grant Chapman
5. Chairman's Report  
The acting Chairman confirmed that the report had been posted on the website and circulated to members.  
The Chairman advised the meeting that the following new members had been approved by the Board since the publication of the report and welcomed new members– Andrew Gold, Warren Bunting, and Andrew Glendenning.

The acting chairman thanked all the persons responsible for making the fence so successful. Premier Security for always making sure the fence is on, Peri Secure for all the electrical work to the fence, David Geldenhuys for keeping the weeds clear with a weed eater once a month from the fence line and the spraying of weeds, Amos, who on a weekly basis walks the fence cleaning up and checking for erosion. The acting Chairman thanked Grant Chapman for the control of all the remotes.

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Resolution number 1:

Was proposed by Lyndi du Plessis, seconded by John Green and was approved by the meeting. One vote against was recorded.

#### 6.2 RESOLUTION NUMBER 2

TO NOTE THE AUDITED ANNUAL FINANCIAL STATEMENTS OF THE COMPANY FOR THE YEAR ENDING 30<sup>TH</sup> JUNE 2015

Nick Harris explained to the members that we set our budget a year ahead as it is incorporated into the City Council's budget which imposes constraints on the amount by which we can increase the budget.

A question was raised by Chris Wood who enquired why the revenue fell between 2014 and 2015. Nick Harris explained that our budget is based on what the expenses we are likely to incur for the year to which is added the 3% bad debt provision. The City Council then work out the quantum of the levy to cover the budgeted expenses then set a rate levy based on recovering this amount spread over the total municipal valuation for the SRA area. Thus if we stay on budget then the income and expenditure balance.

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Resolution number 2.

The resolution was proposed by Chris Wood, seconded by Norah De Wet and was approved by the meeting. One vote against was recorded.

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NH explained that we received a surplus from the bad debt provision fund from the City, the quantum of which is based on how well the resident's pay their rates levy. We would like approval to place the funds into the company reserves account.

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13. GENERAL

The acting chairman opened the floor for questions under general.

G. Kroukamp enquired to the status of traffic control up and down Zwaanswyk road for residents and taxis.

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Email: [info@zapo.co.za](mailto:info@zapo.co.za)

ANNUAL GENERAL MEETING 4<sup>th</sup> NOVEMBER 2015 AT 18H30 AT LIBRARY, TOKAI ROAD, TOKAI

MINUTES

1. Board members present:
- Philip Lambrecht (acting Chairman)
  - Nick Harris
  - Grant Chapman
  - Lyndi du Plessis
  - Pam Gorre
  - John Green
  - Norah De Wet

1. Registration

24 Members attended the meeting in person and had completed the attendance register. In addition 35 proxies, appointing certain members, had been received prior to the meeting.

2. The acting Chairman welcomed Joepie Joubert from the City of Cape Town, inter services liaison department and Louise Stafford, Head of Green Jobs, Invasive Alien Species Co-Ordinator for the City of Cape Town who gave a presentation on invasive species, fire risk and how this can affect the Zwaanswyk residents.

The acting Chairman welcomed the members and guests present.

Apologies were received from Rob Tiffin, Darren Fox, Robert Engels, Clare McMahon and Patricia Dreyer.

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The Chairman requested that all voting be done by a show of hands rather than by a ballot. This was agreed by all members present.

ZAPO has received the approval from the City Council to hold the AGM outside the Zwaanswyk SRA area.

4. The minutes of the previous Annual General Meeting 5<sup>th</sup> November 2014 were accepted by the meeting.

Proposed by John Green and seconded by Grant Chapman

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The Chairman advised the meeting that the following new members had been approved by the Board since the publication of the report and welcomed new members– Andrew Gold, Warren Bunting, and Andrew Glendenning.

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The meeting accepted and approved the Chairman's report for 2014/2015.

The Acting Chairman handed the floor to Nick Harris to handle the financial issues

#### 6.1 RESOLUTION NUMBER 1

TO APPROVE THE ADDITIONAL CAPITAL EXPENDITURE ON THE ELECTRIFICATION OF A PORTION OF THE SOUTHERN BOUNDARY FENCE. OF THE TOTAL COST OF R36 795 THE AMOUNT OF R11 795 WAS FUNDED FROM THE COMPANY RESERVES.

The additional capital expenditure used for the electrification of a portion of the Southern boundary fence was a direct result of the fire in March because the baboon feeding habits changed and they were coming around the top end of Zwaanswyk into Steenberg Vineyards and into the SRA area. We have electrified the first top 350 metres using the existing Steenberg vineyards fence. Nick Harris explained that we had R 25000.00 for a capital expense in the budget for a new camera but the board decided that the fence was more important than the camera at this stage so the board approved R 36 795.00 of which R 11 795.00 was funded from the Capital reserves.

Resolution number 1:

Was proposed by Lyndi du Plessis, seconded by John Green and was approved by the meeting. One vote against was recorded.

#### 6.2 RESOLUTION NUMBER 2

TO NOTE THE AUDITED ANNUAL FINANCIAL STATEMENTS OF THE COMPANY FOR THE YEAR ENDING 30<sup>TH</sup> JUNE 2015

Nick Harris explained to the members that we set our budget a year ahead as it is incorporated into the City Council's budget which imposes constraints on the amount by which we can increase the budget.

A question was raised by Chris Wood who enquired why the revenue fell between 2014 and 2015. Nick Harris explained that our budget is based on what the expenses we are likely to incur for the year to which is added the 3% bad debt provision. The City Council then work out the quantum of the levy to cover the budgeted expenses then set a rate levy based on recovering this amount spread over the total municipal valuation for the SRA area. Thus if we stay on budget then the income and expenditure balance.

The cash in bank was down this year due to a late payment received from the City Council which pays ZAPO on a monthly basis. June's payment was only received in July.

Nick Harris explained to the meeting that when we formed the SRA we had budgets projected over the five year period. Each year we review the budget for the forthcoming year and update it. NH gave a breakdown of the income for each year. From Year ending 2012 it was R 1.17 million in 2013 it dropped to R 1.03 million, after we had repaid the loans on the fence. In 2014 it went down to R988 000, in year ending 2015 it was R 857 000 and for this year its R 922 000. About R 90 000 per annum goes into the sinking fund which is to be used for replacement parts etc. on the fence. NH informed the members that work planned to be done this year to replace aging equipment on the fence will be coming out of the sinking fund and thus resident will not have to pay towards the replacements on the fence.

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NH advised that the fence loan was paid off end of June 2014 and explained that there is an agreement in place with SanParks since 2010 which is effectively a lease which runs for 10 years, we then have the right to renew it for another 10 years and thereafter another 10 years. If the SRA in Zwaanswyk is not renewed the fence will revert back to SanParks.

Resolution number 2.

The resolution was proposed by Chris Wood, seconded by Norah De Wet and was approved by the meeting. One vote against was recorded.

7. RESOLUTION NUMBER 3  
TO RECEIVE AND APPROVE THE PLACEMENT OF THE SURPLUS RETENTION FUND OF R 45 332.49 excl VAT FOR 2014/2015 IN THE COMPANY RESERVES

NH explained that we received a surplus from the bad debt provision fund from the City, the quantum of which is based on how well the resident's pay their rates levy. We would like approval to place the funds into the company reserves account.

Resolution number 3.

The resolution was proposed by Lyndi du Plessis, seconded by John Green and was approved By the meeting. One vote against was recorded.

Nick Harris handed the floor back to Acting chairman Philip Lambrecht

8. RESOLUTION NUMBER 4  
TO RECEIVE AND APPROVE THE SRA BUSINESS PLAN, BUDGET AND IMPLEMENTAION PLAN FROM 1 JULY 2016 TO 30 JUNE 2021.

PL explained to the meeting that the SRA has a life span of 5 Years and thus every 5 years we have to renew the SRA. If we don't renew the SRA it will expire in June 2016. The 5 year budget and implementation plan has been sent to all members and is on the ZAPO website. The board has approved the SRA business plan which has increases of about 6% per year going forward up to year 2021.

There were no questions or requests for any action items from members.

Resolution number 4.

The resolution was proposed by Nick Harris, seconded by Siobhan Steinhagen and was approved by the meeting. One vote against was recorded.

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JG explained to the meeting that ± R 600 000 of the ±R 1 000 000 budget is the cost of the common area security. A very large portion of our yearly budget is dedicated to the security of Zwaanswyk. PL explained the R 600 000 paid to Premier is for the vehicle in the road, for 12 call outs per month on the fence (if there is an error on the fence Premier attend to it) CCTV camera monitoring and, LPR camera monitoring.

Another large amount of the budget is for cleaning of the fence and fence line.

Resolution number 5.

The resolution was proposed by Gary Kroukamp, seconded by Pam Gorre and was approved by the meeting. One vote against was recorded.

10. RESOLUTION NUMBER 6  
TO RE-APPOINT VALENTINE SARGEANT AS AUDITORS FOR THE FINANCIAL YEAR 2016/2017 AND TO AUTHORISE THE DIRECTORS TO DETERMINE THEIR REMUNERATION

The acting Chairman stated that Valentine Sargeant have undertaken their duties in an efficient and timeous manner and completed the audit with no queries or concerns. The acting Chairman recommended re-appointing Valentine Sargeant as the company auditor for 2016 financial year.

Resolution number 6.

The resolution was proposed by Ron Coates, seconded by Grant Chapman and was approved by the meeting. One vote against was recorded.

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ELECTION OF NEW DIRECTORS

The acting chairman advised the meeting that two Directors were leaving us after serving 5 years on the board. Both Rob Tiffin and Grant Chapman were instrumental in setting up the SRA.

The acting chairman thanked Grant Chapman and Rob Tiffin for all the time and dedication he has put into ZAPO over the past 5 years.

The acting chairman voiced his disappointment that no one from the horse riding community has come forward to join the board as a lot of things happening in Zwaanswyk revolve around the horse riding community. ZAPO would benefit if someone from the horse riding community came forward and joined the board at any time.

The acting Chairman asked the meeting to accept Eric Jansen and Andrew Glendinning as Directors of the Company for a period of three years. They had both been proposed by Philip Lambrecht and seconded by Lyndi du Plessis.

The meeting approved the appointment of the two new directors. One vote against was recorded.

12. RESOLUTION NUMBER 8  
TO ELECT NICK HARRIS AS THE COMPANY SECRETARY.

The Board proposed that Nick Harris be appointed as Company Secretary due to Rob Tiffin leaving the board.

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The resolution was proposed by Pam Gorre, seconded by C. De Gendt and was approved by the meeting.

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Nick Harris explained to the members that we set our budget a year ahead as it is incorporated into the City Council's budget which imposes constraints on the amount by which we can increase the budget.

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NH explained that we received a surplus from the bad debt provision fund from the City, the quantum of which is based on how well the resident's pay their rates levy. We would like approval to place the funds into the company reserves account.

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Nick Harris handed the floor back to Acting chairman Philip Lambrecht

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Another large amount of the budget is for cleaning of the fence and fence line.

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The acting Chairman stated that Valentine Sargeant have undertaken their duties in an efficient and timeous manner and completed the audit with no queries or concerns. The acting Chairman recommended re-appointing Valentine Sargeant as the company auditor for 2016 financial year.

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The meeting closed at 20.16pm

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ANNUAL GENERAL MEETING 4<sup>th</sup> NOVEMBER 2015 AT 18H30 AT LIBRARY, TOKAI ROAD, TOKAI

MINUTES

1. Board members present: Philip Lambrecht (acting Chairman)  
Nick Harris  
Grant Chapman  
Lyndi du Plessis  
Pam Gorre  
John Green  
Norah De Wet

1. Registration  
24 Members attended the meeting in person and had completed the attendance register. In addition 35 proxies, appointing certain members, had been received prior to the meeting.
2. The acting Chairman welcomed Joepie Joubert from the City of Cape Town, inter services liaison department and Louise Stafford, Head of Green Jobs, Invasive Alien Species Co-Ordinator for the City of Cape Town who gave a presentation on invasive species, fire risk and how this can affect the Zwaanswyk residents.

The acting Chairman welcomed the members and guests present.

Apologies were received from Rob Tiffin, Darren Fox, Robert Engels, Clare McMahon and Patricia Dreyer.

3. A count of the attendance register and proxies confirmed that the meeting had the required quorum to constitute the meeting.  
The Chairman requested that all voting be done by a show of hands rather than by a ballot. This was agreed by all members present.  
ZAPO has received the approval from the City Council to hold the AGM outside the Zwaanswyk SRA area.
4. The minutes of the previous Annual General Meeting 5<sup>th</sup> November 2014 were accepted by the meeting.  
Proposed by John Green and seconded by Grant Chapman
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The acting Chairman confirmed that the report had been posted on the website and circulated to members.  
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The meeting accepted and approved the Chairman's report for 2014/2015.

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TO APPROVE THE ADDITIONAL CAPITAL EXPENDITURE ON THE ELECTRIFICATION OF A PORTION OF THE SOUTHERN BOUNDARY FENCE. OF THE TOTAL COST OF R36 795 THE AMOUNT OF R11 795 WAS FUNDED FROM THE COMPANY RESERVES.

The additional capital expenditure used for the electrification of a portion of the Southern boundary fence was a direct result of the fire in March because the baboon feeding habits changed and they were coming around the top end of Zwaanswyk into Steenberg Vineyards and into the SRA area. We have electrified the first top 350 metres using the existing Steenberg vineyards fence. Nick Harris explained that we had R 25000.00 for a capital expense in the budget for a new camera but the board decided that the fence was more important than the camera at this stage so the board approved R 36 795.00 of which R 11 795.00 was funded from the Capital reserves.

Resolution number 1:

Was proposed by Lyndi du Plessis, seconded by John Green and was approved by the meeting. One vote against was recorded.

#### 6.2 RESOLUTION NUMBER 2

TO NOTE THE AUDITED ANNUAL FINANCIAL STATEMENTS OF THE COMPANY FOR THE YEAR ENDING 30<sup>TH</sup> JUNE 2015

Nick Harris explained to the members that we set our budget a year ahead as it is incorporated into the City Council's budget which imposes constraints on the amount by which we can increase the budget.

A question was raised by Chris Wood who enquired why the revenue fell between 2014 and 2015. Nick Harris explained that our budget is based on what the expenses we are likely to incur for the year to which is added the 3% bad debt provision. The City Council then work out the quantum of the levy to cover the budgeted expenses then set a rate levy based on recovering this amount spread over the total municipal valuation for the SRA area. Thus if we stay on budget then the income and expenditure balance.

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Nick Harris handed the floor back to Acting chairman Philip Lambrecht

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The acting Chairman then welcomed Louise Stafford, to the meeting.

Louise Stafford gave a very informative presentation on invasive species, fire risk and how this can affect the Zwaanswyk residents.

At the end of the talk John Green thanked Louise Stafford on behalf of the board and members for her insightful presentation.

The meeting closed at 20.16pm

ZWAANSWYK ASSOCIATION OF PROPERTY OWNERS (ZAPO)  
Non-Profit Company Reg No. 2008/02/1552/08  
Email: [info@zapo.co.za](mailto:info@zapo.co.za)

ANNUAL GENERAL MEETING 4<sup>th</sup> NOVEMBER 2015 AT 18H30 AT LIBRARY, TOKAI ROAD, TOKAI

MINUTES

1. Board members present: Philip Lambrecht (acting Chairman)  
Nick Harris  
Grant Chapman  
Lyndi du Plessis  
Pam Gorre  
John Green  
Norah De Wet

1. Registration  
24 Members attended the meeting in person and had completed the attendance register. In addition 35 proxies, appointing certain members, had been received prior to the meeting.
2. The acting Chairman welcomed Joepie Joubert from the City of Cape Town, inter services liaison department and Louise Stafford, Head of Green Jobs, Invasive Alien Species Co-Ordinator for the City of Cape Town who gave a presentation on invasive species, fire risk and how this can affect the Zwaanswyk residents.

The acting Chairman welcomed the members and guests present.

Apologies were received from Rob Tiffin, Darren Fox, Robert Engels, Clare McMahon and Patricia Dreyer.

3. A count of the attendance register and proxies confirmed that the meeting had the required quorum to constitute the meeting.  
The Chairman requested that all voting be done by a show of hands rather than by a ballot. This was agreed by all members present.  
ZAPO has received the approval from the City Council to hold the AGM outside the Zwaanswyk SRA area.
4. The minutes of the previous Annual General Meeting 5<sup>th</sup> November 2014 were accepted by the meeting.  
Proposed by John Green and seconded by Grant Chapman
5. Chairman's Report  
The acting Chairman confirmed that the report had been posted on the website and circulated to members.  
The Chairman advised the meeting that the following new members had been approved by the Board since the publication of the report and welcomed new members– Andrew Gold, Warren Bunting, and Andrew Glendenning.

The acting chairman thanked all the persons responsible for making the fence so successful. Premier Security for always making sure the fence is on, Peri Secure for all the electrical work to the fence, David Geldenhuys for keeping the weeds clear with a weed eater once a month from the fence line and the spraying of weeds, Amos, who on a weekly basis walks the fence cleaning up and checking for erosion. The acting Chairman thanked Grant Chapman for the control of all the remotes.

The acting Chairman advised the members of the security statistics for the Zwaanswyk area, (all details are available on the Premier website) The Zwaanswyk area has had only one security incident in the past two years compared with crime in other suburbs between October 2013 and October 2014, Bergvliet had 151 security incidents, Tokai had 136 and Kirstenhof had 67 incidents.

The meeting accepted and approved the Chairman's report for 2014/2015.

The Acting Chairman handed the floor to Nick Harris to handle the financial issues

#### 6.1 RESOLUTION NUMBER 1

TO APPROVE THE ADDITIONAL CAPITAL EXPENDITURE ON THE ELECTRIFICATION OF A PORTION OF THE SOUTHERN BOUNDARY FENCE. OF THE TOTAL COST OF R36 795 THE AMOUNT OF R11 795 WAS FUNDED FROM THE COMPANY RESERVES.

The additional capital expenditure used for the electrification of a portion of the Southern boundary fence was a direct result of the fire in March because the baboon feeding habits changed and they were coming around the top end of Zwaanswyk into Steenberg Vineyards and into the SRA area. We have electrified the first top 350 metres using the existing Steenberg vineyards fence. Nick Harris explained that we had R 25000.00 for a capital expense in the budget for a new camera but the board decided that the fence was more important than the camera at this stage so the board approved R 36 795.00 of which R 11 795.00 was funded from the Capital reserves.

Resolution number 1:

Was proposed by Lyndi du Plessis, seconded by John Green and was approved by the meeting. One vote against was recorded.

#### 6.2 RESOLUTION NUMBER 2

TO NOTE THE AUDITED ANNUAL FINANCIAL STATEMENTS OF THE COMPANY FOR THE YEAR ENDING 30<sup>TH</sup> JUNE 2015

Nick Harris explained to the members that we set our budget a year ahead as it is incorporated into the City Council's budget which imposes constraints on the amount by which we can increase the budget.

A question was raised by Chris Wood who enquired why the revenue fell between 2014 and 2015. Nick Harris explained that our budget is based on what the expenses we are likely to incur for the year to which is added the 3% bad debt provision. The City Council then work out the quantum of the levy to cover the budgeted expenses then set a rate levy based on recovering this amount spread over the total municipal valuation for the SRA area. Thus if we stay on budget then the income and expenditure balance.

The cash in bank was down this year due to a late payment received from the City Council which pays ZAPO on a monthly basis. June's payment was only received in July.

Nick Harris explained to the meeting that when we formed the SRA we had budgets projected over the five year period. Each year we review the budget for the forthcoming year and update it. NH gave a breakdown of the income for each year. From Year ending 2012 it was R 1.17 million in 2013 it dropped to R 1.03 million, after we had repaid the loans on the fence. In 2014 it went down to R988 000, in year ending 2015 it was R 857 000 and for this year its R 922 000. About R 90 000 per annum goes into the sinking fund which is to be used for replacement parts etc. on the fence. NH informed the members that work planned to be done this year to replace aging equipment on the fence will be coming out of the sinking fund and thus resident will not have to pay towards the replacements on the fence.

Gary Kroukamp enquired as to when the fence would be paid off and what would happen with the excess payments over and above the rates.

NH advised that the fence loan was paid off end of June 2014 and explained that there is an agreement in place with SanParks since 2010 which is effectively a lease which runs for 10 years, we then have the right to renew it for another 10 years and thereafter another 10 years. If the SRA in Zwaanswyk is not renewed the fence will revert back to SanParks.

Resolution number 2.

The resolution was proposed by Chris Wood, seconded by Norah De Wet and was approved by the meeting. One vote against was recorded.

7. RESOLUTION NUMBER 3  
TO RECEIVE AND APPROVE THE PLACEMENT OF THE SURPLUS RETENTION FUND OF R 45 332.49 excl VAT FOR 2014/2015 IN THE COMPANY RESERVES

NH explained that we received a surplus from the bad debt provision fund from the City, the quantum of which is based on how well the resident's pay their rates levy. We would like approval to place the funds into the company reserves account.

Resolution number 3.

The resolution was proposed by Lyndi du Plessis, seconded by John Green and was approved By the meeting. One vote against was recorded.

Nick Harris handed the floor back to Acting chairman Philip Lambrecht

8. RESOLUTION NUMBER 4  
TO RECEIVE AND APPROVE THE SRA BUSINESS PLAN, BUDGET AND IMPLEMENTAION PLAN FROM 1 JULY 2016 TO 30 JUNE 2021.

PL explained to the meeting that the SRA has a life span of 5 Years and thus every 5 years we have to renew the SRA. If we don't renew the SRA it will expire in June 2016. The 5 year budget and implementation plan has been sent to all members and is on the ZAPO website. The board has approved the SRA business plan which has increases of about 6% per year going forward up to year 2021.

There were no questions or requests for any action items from members.

Resolution number 4.

The resolution was proposed by Nick Harris, seconded by Siobhan Steinhagen and was approved by the meeting. One vote against was recorded.

9. RESOLUTION NUMBER 5  
TO RECEIVE AND APPROVE THE BUDGET AND IMPLEMENTATION PLAN FOR THE FINANCIAL YEAR 2016/2017

JG explained to the meeting that ± R 600 000 of the ±R 1 000 000 budget is the cost of the common area security. A very large portion of our yearly budget is dedicated to the security of Zwaanswyk. PL explained the R 600 000 paid to Premier is for the vehicle in the road, for 12 call outs per month on the fence (if there is an error on the fence Premier attend to it) CCTV camera monitoring and, LPR camera monitoring.

Another large amount of the budget is for cleaning of the fence and fence line.

Resolution number 5.

The resolution was proposed by Gary Kroukamp, seconded by Pam Gorre and was approved by the meeting. One vote against was recorded.

10. RESOLUTION NUMBER 6  
TO RE-APPOINT VALENTINE SARGEANT AS AUDITORS FOR THE FINANCIAL YEAR 2016/2017 AND TO AUTHORISE THE DIRECTORS TO DETERMINE THEIR REMUNERATION

The acting Chairman stated that Valentine Sargeant have undertaken their duties in an efficient and timeous manner and completed the audit with no queries or concerns. The acting Chairman recommended re-appointing Valentine Sargeant as the company auditor for 2016 financial year.

Resolution number 6.

The resolution was proposed by Ron Coates, seconded by Grant Chapman and was approved by the meeting. One vote against was recorded.

11. RESOLUTION NUMBER 7  
ELECTION OF NEW DIRECTORS

The acting chairman advised the meeting that two Directors were leaving us after serving 5 years on the board. Both Rob Tiffin and Grant Chapman were instrumental in setting up the SRA.

The acting chairman thanked Grant Chapman and Rob Tiffin for all the time and dedication he has put into ZAPO over the past 5 years.

The acting chairman voiced his disappointment that no one from the horse riding community has come forward to join the board as a lot of things happening in Zwaanswyk revolve around the horse riding community. ZAPO would benefit if someone from the horse riding community came forward and joined the board at any time.

The acting Chairman asked the meeting to accept Eric Jansen and Andrew Glendinning as Directors of the Company for a period of three years. They had both been proposed by Philip Lambrecht and seconded by Lyndi du Plessis.

The meeting approved the appointment of the two new directors. One vote against was recorded.

12. RESOLUTION NUMBER 8  
TO ELECT NICK HARRIS AS THE COMPANY SECRETARY.

The Board proposed that Nick Harris be appointed as Company Secretary due to Rob Tiffin leaving the board.

Resolution number 6.

The resolution was proposed by Pam Gorre, seconded by C. De Gendt and was approved by the meeting.

13. GENERAL

The acting chairman opened the floor for questions under general.

G. Kroukamp enquired to the status of traffic control up and down Zwaanswyk road for residents and taxis.

Acting chairman advised that this is an ongoing issue with the board. A few options have been put forward, including a camera to be placed at the stop street to film the transgressors. He also commented that the Taxi associations are quiet cooperative if we report to them and do take action against the transgressors.

The other option was speed bumps – Pam Gorre advised the meeting that the City would not put speedbumps up Zwaanswyk road as there are no schools, hospitals etc. and they cost R 22 000.00 per speedbump.

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